



**United States  
Department of  
Agriculture**

**Grain Inspection,  
Packers and Stockyards  
Administration**

# **Organization, Delegations of Authority, and Assignment of Functions Handbook**

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**United States Department of Agriculture  
Marketing and Regulatory Programs  
Grain Inspection, Packers and Stockyards Administration**

**Organization, Delegations of Authority, and  
Assignment of Functions Handbook**

(12/2015)

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**Foreword**

This Handbook provides information about the organization and functions of, and delegations of authority for, the United States Department of Agriculture Grain Inspection, Packers and Stockyards Administration. It reflects approved Departmental organizational charts, assignments of functions, and delegations of authority.

## **Mission Statement**

The United States Department of Agriculture Grain Inspection, Packers and Stockyards Administration (GIPSA) is part of the Department's Marketing and Regulatory Programs, which works to ensure a productive and competitive global marketplace for U.S. agricultural products.

GIPSA: (1) facilitates the marketing of grain, oilseeds, pulses, rice and related commodities by establishing descriptive standards and terms; certifying quality accurately and consistently; providing for uniform official inspection and weighing; carrying out assigned regulatory and service responsibilities; and providing the framework for commodity quality improvement incentives to both domestic and foreign buyers; and (2) promotes fair business practices and a competitive marketing environment for the marketing of livestock, meat, and poultry by fostering fair and open competition and guarding against deceptive and fraudulent practices affecting the movement and price of meat animals and their products; and protecting consumers and members of the livestock, meat, and poultry industries from unfair business practices which can unduly affect meat and poultry distribution and prices.

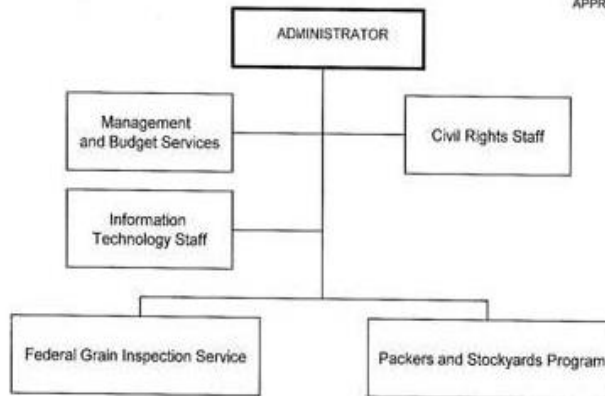
U.S. DEPARTMENT OF AGRICULTURE  
GRAIN INSPECTION, PACKERS AND STOCKYARDS ADMINISTRATION

RECOMMENDED: *J. Dudley Butler* JUN 29 2009  
Administrator

CONCURRED: *C. S. [Signature]* JUN 29 2009  
Deputy Under Secretary, MRP

APPROVED: \_\_\_\_\_  
Assistant Secretary for Administration

DATE: \_\_\_\_\_



The Grain Inspection, Packers and Stockyards Administration (GIPSA) facilitates the marketing of livestock, poultry, meat, cereals, oilseeds, and related agricultural products, and promotes fair and competitive trading practices for the overall benefit of consumers and American agriculture.

Supersedes GIPSA chart dated July 31, 2006.

**Delegations of Authority by the Under Secretary for  
Marketing and Regulatory Programs to the  
Administrator,  
Grain Inspection, Packers and Stockyards Administration  
7 CFR 2.81**

§2.81 Administrator, Grain Inspection, Packers and Stockyards Administration.

(a) Delegations. Pursuant to §§2.22 (a)(3) and (a)(9), the following delegations of authority are made by the Under Secretary for Marketing and Regulatory Programs to the Administrator, Grain Inspection, Packers and Stockyards Administration:

- (1) Administer the United States Grain Standards Act, as amended (7 U.S.C. 71-87h).
- (2) Exercise the functions of the Secretary of Agriculture contained in the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1621-1627), relating to inspection and standardization activities related to grain.
- (3) Administer the Packers and Stockyards Act, 1921, as amended and supplemented.
- (4) Enforce provisions of the Consumer Credit Protection Act (15 U.S.C. 1601-1665, 1681-1681t) with respect to any activities subject to the Packers and Stockyards Act, 1921, as amended and supplemented.
- (5) Exercise the functions of the Secretary of Agriculture contained in section 1324 of the Food Security Act of 1985 (7 U.S.C. 1631).
- (6) Administer responsibilities and functions assigned to the Secretary in section 11006 of the Food, Conservation, and Energy Act of 2008 (7 U.S.C. 228 note), with respect to the Packers and Stockyards Act, 1921.
- (7) With respect to land and facilities under his or her authority, exercise the functions delegated to the Secretary by Executive Order 12580, 3 CFR 1987 Comp., p. 193, under the following provisions of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (the Act), as amended.
- (8) With respect to facilities and activities under his or her authority, exercise the authority of the Secretary of Agriculture pursuant to section 1-102 related to compliance with applicable pollution control standards and section 1-601 of Executive Order 12088, 3 CFR, 1978 Comp., p. 243, to enter into an inter-agency agreement with the United States Environmental Protection Agency, or an administrative consent order or a consent judgment in an appropriate State, interstate, or local agency, containing a plan and schedule to achieve and maintain compliance with applicable pollution control standards.

(b) [Reserved]

**Headquarters (HQ) U.S. Department of Agriculture (USDA)**  
**Continuity of Operations Plan (COOP)**

USDA is responsible for the safety of its employees in emergency situations that affect, or threaten to affect, Departmental buildings and/or facilities. USDA also is legally obligated to the American people to be able to continue essential operations effectively during emergency situations, or in the threat of such situations.

The President has emphasized the need for COOP by Presidential Decision Directive (PDD) 67. The PDD states, in part, that "... it remains the policy of the United States to have in place a comprehensive and effective program to ensure ... continuity of essential Federal functions under all circumstances .... This [COOP] capability... [requires] the emergency delegation of authority...; the safekeeping of vital resources, facilities, and records; ... emergency acquisition of the resources necessary for business resumption; and the capability to perform work at alternate work sites until normal operations can be resumed."

In the event the Administrator, Grain Inspection, Packers and Stockyards Administration (GIPSA), is not available to activate the GIPSA HQ COOP and pursuant to the authority from the Secretary of Agriculture and/or Under Secretary for Marketing and Regulatory Programs (MRP), in the case of absence, sickness, resignation, or death of the Administrator, the officials designated as Successor shall act as Administrator in the order in which they are listed.

If the succession cannot occur because of an emergency that renders the Administrator and the Successors temporarily unavailable, the officials designated as Regional Successor shall act as Administrator in the order in which they are listed until such time as the Administrator or the official designated Successor reports to the designated relocation site and assumes responsibilities as Administrator:

<b>Key Position</b>	<b>Successor</b>	<b>Regional Successor</b>
Administrator	Deputy Administrator, Packers and Stockyards Program (P&SP)	
	Deputy Administrator, Federal Grain Inspection Service (FGIS)	
	Director, Management and Budget Services	
		Director, Technology and Science Division, FGIS, Kansas City, Missouri
		Regional Director, P&SP, Des Moines, Iowa, Regional Office

## **Delegations of Authority by the Administrator, GIPSA**

### **Deputy Administrators, Packer and Stockyards Program (P&SP) and Federal Grain Inspection Service (FGIS)**

The Deputy Administrators are designated the authority in the order listed below to perform all the duties and to exercise all the functions and powers which are now, or which may hereinafter be vested in the Administrator, including the power of re-delegation, the authorities reserved to the Administrator, and the power to act for the Administrator during a temporary absence or from time to time when he/she is not available.

Deputy Administrator, P&SP  
Deputy Administrator, FGIS

### **Authority to Serve as Acting Administrator**

When the Administrator and Deputy Administrators are absent or unable to perform the duties of the Administrator, the persons in the order named below are designated to serve as Acting Administrator unless other specific designations are made in writing.

Director, Management and Budget Services  
Director, Departmental Initiatives and International Affairs, FGIS  
Director, Litigation and Economic Analysis Division, P&SP

### **GIPSA Directors and Field Office Managers**

Officials in the above-named positions and the individuals they designate to act for them are delegated the authority to perform all of the duties and to exercise all of the functions and powers which are vested in the Administrator (including the power of re-delegation), except such authorities specified on page 7 of this Handbook that are reserved for the Administrator.

The officials are responsible for the GIPSA programs and activities that are assigned to him/her and are authorized to sign issuances in their individual areas of responsibility, except for those functional areas specified on page 7 of this Handbook that are reserved for the Administrator.

### **Concurrent Authority and Responsibility to the Administrator**

No delegation or authorization shall preclude the Administrator, Deputy Administrators, Directors or Field Office Managers from exercising any of the powers or functions conferred upon them herein. Such delegation or authorization is subject at all times to withdrawal or amendment by the Administrator.

**Delegations of Authority by the Administrator, GIPSA**  
(continued)

Deputy Administrator for Marketing and Regulatory Programs Business Services

USDA's Animal and Plant Health Inspection Service (APHIS) Deputy Administrator for MRP Business Services is delegated to provide GIPSA human resources, financial, and administrative services functions, with authority to take actions required by law or regulation as follows:

- *Human Resources Services:* Staffing, classification, employee relations, recruitment, placement, qualifications, examination and merit promotion programs, conduct, conflicts of interest, security investigations, grievances and appeals, awards, maintenance of Official Personnel Files and related documentation, and related services.
- *Financial Services:* Accounting, financial reporting, including financial statements, debt management (i.e., billing and collections), and improper payments.
- *Administrative Services:* Procurement and contracting, property and equipment, motor vehicle fleet services, utilities, postage meters, cooperative agreements, records, administrative issuances, forms, space, and other related services.

## **Reservations of Authority to the Administrator, GIPSA**

The following functions are reserved to the Administrator, or to the individual designated to act in his/her stead:

- Explain Agency policy to the Department, other Federal agencies, the general public, and Congress;
- Initiate, change, or discontinue major program activities;
- Issue regulations pursuant to law;
- Transfer functions between programs or divisions;
- Re-program the use of appropriated funds among programs; and
- Establish Agency policy where decisions or actions will:
  - significantly affect or alter any of the Agency's major plans or programs, or the method in which they are carried out;
  - significantly impact a major segment of the industry;
  - result in a major commitment or shift of Agency funds or resources;
  - substantially impact other Government agencies; or
  - substantially impact the organizational structure, functional assignments of any program, or matters dealing with the safety and welfare of Federal employees.

The Administrator has ultimate responsibility for reviewing, approving, and determining organization, policies, delegations of authority, and procedures in the Agency, including:

- Approving any formal organizational change;
- Recommending organizational changes to the Department;
- Establishing, consolidating, or changing a location of, or abolishing a field or regional office;
- Approving all appointments, promotions, and reassignments for GS-14 and above positions;
- Approving budget estimates for submission to the Office of the Secretary, the Office of Management and Budget, and Congress;
- Approving all long-term training assignments and all assignments made under the Intergovernmental Personnel Act (IPA). (Long-term training assignments made under the IPA are temporary assignments of personnel between Federal, State, or local governments; colleges and universities, etc., that last several months or longer.)
- Formulating and administering GIPSA's civil rights, executive resources, and information technology programs.

# **ASSIGNMENT OF FUNCTIONS**

## **OFFICE OF THE ADMINISTRATOR**

36 01 00

The Office of the Administrator (OA), Grain Inspection, Packers and Stockyards Administration (GIPSA), administers the U.S. Grain Standards Act (USGSA) and the Agricultural Marketing Act (AMA) of 1946 as they relate to the inspection of grains, oilseeds, rice, pulses, lentils, and processed grain products; and the Packers and Stockyards Act of 1921 (P&S Act), Section 1324 of the Food Security Act of 1985, and other related acts as they apply to activities subject to the P&S Act.

### Assignment of Functions

- Direct a program to administer the Secretary's responsibilities under the provisions of the USGSA and the AMA of 1946 as they relate to the inspection of grains, oilseeds, rice, pulses, lentils, and processed grain products.
- Direct a program to administer the Secretary's responsibilities under the P&S Act, Section 1324 of the Food Security Act of 1985, and other related acts as they apply to activities subject to the P&S Act.
- Formulate long- and short-range programs to carry out the functions and activities of the Federal Grain Inspection Service (FGIS) and Packers and Stockyards Program (P&SP).
- Review and evaluate program operations, and determine remedial measures for improvement.
- Maintain relations and communications with Congress, industry groups, and producers with respect to the activities of FGIS and P&SP.
- Serve as the Agency's liaison with USDA's Office of Communications.
- Develop and maintain contacts with the public and the media as the Agency's official liaison.
- Coordinate the Agency's Congressional information requirements with the Department's Office of Congressional Affairs.
- Develop and plan communication strategies that accurately convey the Agency's and Department's position on sensitive, sometimes controversial, and complex issues.
- Prepare speeches, talking points, briefings, issue statements, and public statements for delivery and release by the highest levels of the Agency and the Department.

## OFFICE OF THE ADMINISTRATOR

36 01 00  
(continued)

### Key Governing Statutes

- USGSA, as amended (7 U.S.C. 71 *et seq.*)
- AMA of 1946 (7 U.S.C. 1622)
- P&S Act, as amended and supplemented (7 U.S.C. 181-229)
- Section 1324 of the Food Security Act of 1985, as amended (7 U.S.C. 1631)
- Truth in Lending Act (15 U.S.C. 1601-1667f)
- Fair Credit Reporting Act (15 U.S.C. 1681-1681u)

### Regulations

- The regulations governing FGIS are in 7 CFR 800.0 through 810.2205 and 7 CFR 68.1 *et seq.*
- The regulations governing P&SP are in 9 CFR 200 through 206.

### Availability of Records and Information

The availability of records and information belonging to GIPSA is governed by the Freedom of Information Act (5 U.S.C. 552) (FOIA) and the USDA's rules and regulations (7 CFR Part 1, Subpart A, section 1.4). The FOIA gives any person the right to obtain access to almost all Federal agencies' records, except those protected from disclosure by legal exemptions and exclusions (e.g., classified national security, business proprietary, personal privacy, and investigative documents).

Persons seeking records or information about the Agency's organization, programs, responsibilities, or services may mail their request to the following address; or they may visit GIPSA on the World Wide Web at <http://www.gipsa.usda.gov/>

Office of the Administrator  
USDA, GIPSA  
1400 Independence Avenue, S.W., Stop 3601  
Washington, D.C. 20250-3601

**OFFICE OF THE ADMINISTRATOR**  
**MANAGEMENT AND BUDGET SERVICES**  
36 01 01

Management and Budget Services (MBS) carries out financial management and budget development and execution, coordinates strategic planning and performance measurement tracking, develops and executes major policies and programs to assure application of effective management principles and policies, provides data and expert advice and guidance to key officials at all levels of Grain Inspection, Packers and Stockyards Administration (GIPSA) management to achieve program mission and advance Government- and Department-wide management objectives, and supports GIPSA programs' goal of providing top-notch service delivery nationally and internationally by administering, coordinating, and ensuring the implementation of the following administrative and management functions: administrative support; budget formulation and execution; administration of GIPSA's Internal Control Program; audit resolution and follow-up; commercial services management activities; human capital management and training; regulatory and issuance management; safety and health; Freedom of Information Act (FOIA) and Privacy Act activities; information collection and Paperwork Reduction Act activities; records management; and Continuity of Operations/Crisis Action Team (COOP/CAT) Preparedness.

Assignment of Functions

- Coordinates and evaluates the financial management services programs provided to GIPSA by the Marketing and Regulatory Programs' Business Services (MRPBS) and the National Finance Center (NFC).
- Assists and advises GIPSA's Office of the Administrator with budget formulation and implementation of the approved budget.
- Provides budgetary reporting, including analyzing, measuring, and reporting the financial results of the programs carried out under the approved budget.
- Coordinates and serves as GIPSA liaison in budgetary matters with the Office of the Under Secretary, MRP, and USDA budget officials.
- Serves as Budget Officer, with authority to establish financial management policies for GIPSA, including implementation of the Chief Financial Officers' Act of 1990.
- Coordinates employee, administrative, and work life programs to include the Employee Assistance Program; telework and transit subsidies, and provides support to APHIS which provides administrative management services to GIPSA under a reimbursable contract.
- Assists GIPSA in meeting Departmental accounting and financial reporting requirements in coordination with MRPBS and NFC.
- Facilitates the development of GIPSA's strategic plan and monitors and reports on annual performance plan goals and measures.

**OFFICE OF THE ADMINISTRATOR**  
**MANAGEMENT AND BUDGET SERVICES**  
**36 01 01**  
(continued)

- Participates in the development and negotiation of reimbursable agreements, to ensure full cost recovery.
- Oversees all obligations entered directly into the financial management system and/or interfaced from any authorized administrative feeder system. This includes approving and processing obligations for interagency reimbursable agreements, training, background investigations, and all Greenbook and Working Capital Fund agreements.
- Coordinates with MRPBS to provide necessary financial system training for appropriate GIPSA personnel.
- Suspends, terminates, writes-off, or compromises active collections of claims for money or property arising out of the activities of GIPSA that do not exceed \$100,000, exclusive of interest. Writes-off any debt that results in reporting the receivable as having no value on the GIPSA financial and management reports.
- Coordinates GIPSA travel and travel card programs, reporting requirements, and automated systems.
- Administers and coordinates GIPSA's Employee Recognition Program.
- Administers, coordinates, develops, and evaluates employee non-technical development and training programs and policies.
- Provides consultation services to employees for individual development plans and career development, as requested.
- Provides leadership for human capital planning activities. Serves as a liaison with executives and officials both within and outside GIPSA and the Department, such as with the Office of Personnel Management. Represents GIPSA on Mission Area, Departmental, and cross-Departmental human capital management-related activities.
- Provides guidance to managers and supervisors in developing performance elements and standards and completing mandatory mid-year and end-of-year performance reviews. Monitors mid-year and end-of-year progress and report progress to the senior management team.
- Develops and implements GIPSA's programs and support systems related to rulemaking, information collection, public participation, small business impact analyses, plain language, and paperwork management.

**OFFICE OF THE ADMINISTRATOR**  
**MANAGEMENT AND BUDGET SERVICES**  
36 01 01  
(continued)

- Develops and implements GIPSA's program to assist in the development of forms and new and revised directives covering GIPSA's administrative and program activities; coordinates the publication and distribution of directives, which includes the clearance process and directives maintenance.
- Advises GIPSA management on the maintenance, use, retention, and disposition of records. Works closely with management to ensure that each GIPSA office has a properly trained files custodian and each office creates and maintains records in accordance with the approved schedule by conducting periodic evaluations of records management activities at all locations.
- Administers GIPSA's FOIA and Privacy Act activities.
- Administers GIPSA's Internal Control Program activities.
- Provides liaison activities with OIG and GAO on all audit matters.
- Coordinates and evaluates GIPSA's Safety and Occupational Health Program to eliminate or minimize losses as a result of incidents involving injury, illness, and property damage.
- Conducts safety audits and inspections.
- Develops and conducts safety training programs for employees.
- Administers the industrial hygiene and safety, medical and health services, workers' compensation, physical security, occupational health, chemical hygiene, testing for illegal substances, hazard communication and emergency preparedness, and radiation safety, biological safety, and traffic safety programs.
- Administers GIPSA's COOP/CAT program.
- Manages the FGIS Grain Inspection Advisory Committee activities.
- Manages conferences and meetings for GIPSA.
- Administers and monitors purchasing activities, such as IAS requisitions, and the LincPass program.

**OFFICE OF THE ADMINISTRATOR**  
**INFORMATION TECHNOLOGY STAFF**  
36 01 02

The Information Technology Staff (ITS) formulates and carries out GIPSA's automated data processing and information resources services. ITS is responsible for supervision of the design, acquisition, maintenance, use, and disposal of Agency-wide information technology (IT) programs and related activities in close coordination with the Department.

Assignment of Functions

- Assures that GIPSA information management is consistent with the principles of the Clinger Cohen Act; the Paperwork Reduction Act; and with the information security, privacy, and Section 508 requirements.
- Adheres to the USDA information architecture in terms of business, information flows, applications, data, and technology. Supports the Department-wide infrastructure, which consists of global telecommunications networks, data centers, services and applications.
- Assesses the requirements established for Agency personnel regarding knowledge and skill in IT, assess the skills of existing IT personnel; develops plans for addressing skill gaps among IT employees; and reports to the head of the Agency on the progress made in improving the Agency's IT management capability.
- Supports Section 508 of the Rehabilitation Act, as amended, to ensure that electronic and IT procured, used, developed, and maintained after June 25, 2001, is accessible for persons with disabilities on a comparable basis as those without disabilities, unless it would impose an undue burden.
- GIPSA's Chief Information Officer serves as a member of the Agency's senior management team. The purpose of this team is to develop the strategic direction of GIPSA's application of Information Technology to furthering the Agency's mission and program delivery.
- Formulates and provides an automation management program, which includes functional responsibility for automated information systems development, maintenance, management, and security.
- Links information management and technology efforts to current and future strategic program and mission needs to ensure IT initiatives are adequately planned and funded and are consistent with Departmental guidelines and direction.

**OFFICE OF THE ADMINISTRATOR**

**INFORMATION TECHNOLOGY STAFF**

36 01 02

(continued)

- Establishes goals and objective performance measures for information technology. ITS manages IT investments to demonstrate cost effectiveness and efficiencies and to ensure investment strategies and spending are aligned with expected improvements in GIPSA mission performance and results.
- Works with the GIPSA program and budget staffs to develop the annual information management budget and 5 year long-range information resources management plan.
- Manages the Capital Planning and Investment Control process in GIPSA for maximizing the value of, and assessing and managing the risks of, the information technology acquisitions.
- Ensures that all GIPSA applications are Certified and Accredited timely and have the Authority to Operate.

**OFFICE OF THE ADMINISTRATOR**  
**INFORMATION TECHNOLOGY STAFF**  
**INFORMATION SYSTEMS SECURITY**  
36 01 02

Information Systems Security provides continuing IT security awareness, security training, and security execution for all GIPSA computer systems and employees.

Assignment of Functions

- Prepares the annual IT security plan in cooperation with the Department.
- Provides continuing IT security awareness, security training, and security execution for all GIPSA computer systems and employees.
- Oversees and ensures that all Agency systems reach Certification and Accreditation (C&A) or Assessment and Accreditation (A&A) in a timely manner.
- Creates and/or implements policies and procedures, as specified by the Federal Government, to ensure protection of critical infrastructure
- Prepares all monthly and annual FISMA Reporting and OIG Audit data calls
- Coordinates all Incident Response activities; perform/oversee forensic investigation, mitigation and formal reporting to the Department
- Plans and performs Continuous Monitoring efforts as specified by the Department (i.e. - monthly vulnerability scans, security event logging/monitoring, etc.)
- Collaborates with Agency stakeholders with regards to Contingency Planning, Configuration Management (CCB) and Acquisition Requests (AAR)

**OFFICE OF THE ADMINISTRATOR**  
**INFORMATION TECHNOLOGY STAFF**  
**NETWORK, TELECOMMUNICATIONS AND CUSTOMER SUPPORT**  
**BRANCH**  
36 01 02 0050

The Customer Support team manages the IT HELP DESK; provides support for GIPSA program applications, for the network, e-mail, and the desktop; and performs microcomputer hardware and software inventory for GIPSA. The Network and Telecommunications teams coordinates and manages GIPSA's data structures and data communications networks, maintains GIPSA's wide area telecommunications network in collaboration and coordination with the Department, email system, COOP, and provides support to the Agency's field offices and regional offices.

Customer Support Team Assignment of Functions

- Reviews Agency-wide requests for IT procurement for technical sufficiency and compatibility.
- Procures, coordinates, and evaluates computer vendor maintenance and IT contracts.
- Procures, assembles, and installs laptop and desktop components.
- Sponsors user-group and user training.
- Provides technical support to computer users.
- Performs computer hardware and software inventory for GIPSA.
- Provides technical support for USDA administrative systems: National Finance Center (NFC) and National Information Technology Center (NITC).

**OFFICE OF THE ADMINISTRATOR**  
**INFORMATION TECHNOLOGY STAFF**  
**NETWORK, TELECOMMUNICATIONS AND CUSTOMER SUPPORT**  
**BRANCH**  
36 01 02 0050  
(continued)

Network and Telecommunications Team Assignment of Functions

- Coordinates and manages GIPSA's data structures and data communications networks.
- Designs, manages, and maintains GIPSA's local area network.
- Maintains GIPSA's Internet and Intranet file servers.
- Maintains GIPSA's wide area telecommunications network in collaboration and coordination with the Department.
- Manages the Agency's computer facilities.
- Performs computer hardware and software evaluations.
- Performs Designated Agency Representative/Non Dedicated Services (DAR/N) and Telecommunications Mission Control Area Officer (TMACO) duties.
- Manages the Agency email.
- Manages the Agency Cell Phones.
- Manages the Agency Video Telecommunications.
- Manages patches on all computer equipment.

**OFFICE OF THE ADMINISTRATOR**  
**INFORMATION TECHNOLOGY STAFF**  
**APPLICATION DEVELOPMENT BRANCH**  
36 01 02 0060

The Application Development Branch designs, develops, and supports Agency databases and agency applications; performs special GIPSA database inquiries, special surveys, analytical and statistical studies; and responds to requests for information and program analysis.

Assignment of Functions

- Provides expert and senior level programming resources for development and modification of GIPSA's in-house systems such as FGIS*online* system.
- Provides expert and senior level programming resources for GIPSA in-house special projects.
- Prepares justifications and analyses, designs, and implements major automation information systems for GIPSA.
- Manages the Agency's applications.
- Manages the Agency's internal and external web site.
- Prepares annual export marketing grain quality reports and other *ad hoc* reports, as required.
- Performs special GIPSA data base inquiries, special surveys, analytical and statistical studies, and responds to requests for information and program analyses.

## **OFFICE OF THE ADMINISTRATOR**

### **CIVIL RIGHTS STAFF**

36 01 05

The Civil Rights Staff (CRS) advises GIPSA management in improving and carrying out policies of nondiscrimination and continuing affirmative programs in accordance with EEOC regulations. The CRS provides advice and assistance to employees on issues relating to Equal Employment Opportunity (EEO) and Civil Rights (CR) programs. The CRS provides various EEO/CR services to include complaints processing, Alternative Dispute Resolution, affirmative employment planning, oversight of special emphasis programs (SEP), CR compliance reviews, and training and education.

#### Assignment of Functions

- Administers, monitors, and evaluates the Agency's EEO, CR, Affirmative Employment, Special Emphasis, and Disability Employment programs.
- Ensures compliance with Federal and USDA EEO and CR policies and regulations by evaluating program status and establishing internal monitoring systems and onsite compliance assistance and reviews for GIPSA.
- Ensures equal opportunity in all aspects of employment and in the delivery of GIPSA programs and services to the public.
- Provides oversight of Equal Employment Opportunity Advisory Committee (EEOAC) and SEP for GIPSA.
- Provides direction, orientation, and advice to GIPSA management officials on day-to-day CR matters, achievement of affirmative employment objectives to address longstanding challenges to diversity, and how to implement CR-related programs and activities.
- Recommends initiatives to improve program effectiveness and conduct activities to enhance GIPSA program support and awareness.
- Establishes technical guidelines and procedures for GIPSA employees who perform CR duties on a collateral-duty basis.
- Ensures that an aggrieved GIPSA employee or potential complainant is able to access an EEO/CR counselor/mediator, so that resolution may be achieved.
- Processes informal and formal complaints in accordance with the 29 CFR 1614, and Executive Orders issued by the Departmental OASCR and the EEOC.

## **OFFICE OF THE ADMINISTRATOR**

### **CIVIL RIGHTS STAFF**

36 01 05

(continued)

- Serves as liaison with the USDA, Office of the Assistant Secretary for Civil Rights (OASCR) on civil rights and EEO issues.
- Provides oversight of the GIPSA Alternative Dispute Resolution program.
- Provides advice and assistance to GIPSA employees on issues relating to EEO and CR.
- Provides oversight of implementation of the BASU settlement.
- Coordinates Agency recruitment and outreach:
  - o Outreach to underserved customers and educational institutions
  - o Small and disadvantaged Business Utilization and Contracting Cooperative Agreements
  - o USDA/1890 and HACU National Scholars Program
  - o Pathways Program
  - o USDA/1890 Liaison Program
  - o Summer Intern Program
  - o Hispanic Association of Colleges and Universities
  - o 1994 Land Grant Program
- Manages and ensures compliance with Executive Orders issued by the Departmental OASCR and the EEOC.

## **OFFICE OF THE DEPUTY ADMINISTRATOR**

### **FEDERAL GRAIN INSPECTION SERVICE**

36 05 01 0000 00 00

The Office of the Deputy Administrator (ODA), Federal Grain Inspection Service (FGIS), administers the provisions of the USGSA and the Agricultural Marketing Act (AMA) of 1946 as they relate to the inspection of grains, oilseeds, rice, pulses, lentils, and processed grain products.

#### Assignment of Functions

- Administers and directs a program to provide for inspection and weighing of export grain by Federal personnel and delegated State agencies at export locations, by designated State and private agencies at inland locations, and by Federal personnel at inland locations on an interim basis.
- Provides official inspection and weighing services at certain U.S. export port locations and official inspection of U.S. grain at certain export port locations in eastern Canada along the St. Lawrence Seaway.
- Establishes, amends, and/or revokes the Official U.S. Standards for Grain; the Official U.S. Standards for Beans, Peas, and Lentils; and the Official U.S. Standards for Rice.
- Administers and directs an inspection and grading program for grains, oilseeds, rice, beans, peas, lentils, and other assigned processed products.
- Investigates international grain complaints and monitors the quality of U.S. grain shipped to international ports.
- Provides for the registration of firms engaged in the buying or selling of grain for foreign commerce and/or the handling, weighing, and transportation of grain for foreign commerce.
- Reports annually to Congress on the effectiveness of the official inspection and weighing system.
- Provides a compliance program to:
  - delegate/designate official agencies to provide official services,
  - license official personnel,
  - register persons/firms to export grain,
  - evaluate alleged violations of the USGSA and AMA of 1946, and
  - initiate investigations and take appropriate action based on the findings of such investigations.

**OFFICE OF THE DEPUTY ADMINISTRATOR**

**FEDERAL GRAIN INSPECTION SERVICE**

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(continued)

- Promotes the uniform application of official U.S. grain standards by official inspection personnel.
- Establishes methods and procedures and approves equipment for the official inspection and weighing of grain.
- Licenses qualified State and private agency personnel to perform inspection and weighing services.
- Provides review inspection services of U.S. grain in the United States and at certain export port locations in eastern Canada.
- Serves as spokesperson for the Agency on important agricultural public affairs policy matters related to the programs of FGIS before various trade and industry groups.
- Develops and implements strategies to enhance public understanding of GIPSA's services, authorities, and public benefit related to the programs of FGIS.
- Coordinates Agency and Departmental promotional campaigns, initiatives, and outreach support related to the programs of FGIS.
- Coordinates special communications activities.
- Provides technical communications support to Agency personnel.

Availability of Information

Information concerning GIPSA's FGIS, Deputy Administrator, Divisions and Offices may be obtained by writing the Deputy Administrator, FGIS, at the following address or from the World Wide Web at <http://www.gipsa.usda.gov>.

Office of the Deputy Administrator  
USDA, GIPSA, FGIS  
1400 Independence Avenue, S.W., Stop 3614  
Washington, D.C. 20250-3614

**OFFICE OF THE DEPUTY ADMINISTRATOR**

**FEDERAL GRAIN INSPECTION SERVICE**

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(continued)

Governing Statutes

- USGSA (7 U.S.C. 71 *et seq.*)
- AMA of 1946 (7 U.S.C. 1622)

Regulations

The regulations governing GIPSA's grain inspection programs may be found in 7 CFR Part 800.0 through 810.2205; and in 7 CFR Part 868.1 *et seq.*

**OFFICE OF THE DEPUTY ADMINISTRATOR**  
**FEDERAL GRAIN INSPECTION SERVICE**  
**DEPARTMENTAL INITIATIVES AND INTERNATIONAL AFFAIRS**  
36 05 01 0010 0000 00 00

The Departmental Initiatives and International Affairs (DIIA) coordinates and conducts all Departmental initiatives and international activities for GIPSA. The Director reports to the Administrator (for Departmental Initiatives) and to the Deputy Administrator, FGIS (for International Affairs).

Assignment of Functions

- Represents GIPSA at meetings, task forces, and intergovernmental engagements involving Departmental Initiatives.
- Develops outcomes and deliverables that meet Agency objectives and monitors all aspects of various task forces' programs for quality, effectiveness, and consistency.
- Informs the GIPSA Administrator of Departmental requirements in written format to ensure Agency meets expectations.
- Develops plans to carry out the functions of the task forces and provides clear direction on executing the plans.
- Communicates preparedness and response guidance to stakeholders of the Agency.
- Investigates discrepancies reported by importing countries on the quality or weight of U.S. grains, oilseeds, and related products certified by GIPSA at the time of export.
- Conducts collaborative studies, sample exchanges, and monitoring activities with importers to address persistent or recurring discrepancies.
- Coordinates and conducts domestic sample surveys to collect market information about the quality of U.S. grain exports.
- Develops and conducts educational programs for public- and private-sector audiences in the U. S. and importing countries to explain the U.S. grain marketing system, GIPSA's role in international grain commerce, and the Official U.S. Standards for Grain and grain, oilseed, and commodity inspection procedures.
- Serves as GIPSA's liaison with USDA's Foreign Agricultural Service, other pertinent USDA agencies, the U.S. Government, USDA cooperator organizations, and others to coordinate issues involving international grain trade.

**OFFICE OF THE DEPUTY ADMINISTRATOR**  
**FEDERAL GRAIN INSPECTION SERVICE**

**DEPARTMENTAL INITIATIVES AND INTERNATIONAL AFFAIRS**

36 05 01 0010 0000 00 00

(continued)

- Represents the Agency on interagency committees and task forces concerned with international grain trade policies and national policy issues relating to the World Trade Organization, the North American Free Trade Agreement, agricultural biotechnology, and sanitary and phytosanitary issues.
- In conjunction with other agencies of USDA and the U.S. Government, addresses grain trade disruptions stemming from the quality, sanitary, or phytosanitary attributes of export shipments as they relate to the importer's contractual specifications or the laws and regulations of the importing country.
- Meets with international governmental and trade groups visiting the U.S. to explain GIPSA's roles and responsibilities and to obtain information on their importing requirements, specifications, standards, and inspection methods.
- Administers the international collateral duty officer program, whereby GIPSA stations an officer overseas for extended periods of time to work with our overseas customers and their Governments proactively to initiate activities that address both our interests and those of our overseas customers.
- Administers Agency activities involving international travel.

**OFFICE OF THE DEPUTY ADMINISTRATOR**  
**FEDERAL GRAIN INSPECTION SERVICE**  
**QUALITY ASSURANCE AND COMPLIANCE DIVISION**  
**OFFICE OF THE DIRECTOR**  
36 05 03 0010 0000 00 00

The Quality Assurance and Compliance Division (QACD) protects the integrity of the national grain inspection and weighing system.

Assignment of Functions

- Reviews FGIS operations to ensure they conform to policies and procedures.
- Delegates and designates State and private agencies to provide official services under the USGSA.
- Reviews delegated and designated agencies' operations to ensure they are performing their activities correctly and uniformly and meeting the criteria for designation.
- Investigates alleged violations of the USGSA and the AMA of 1946.
- Registers firms to export grain.
- Ensures that licensees under the USGSA and AMA of 1946, and other official agency personnel, do not involve themselves in activities that would conflict with their official functions.
- Evaluates delegated States' and designated agencies' fees charged for official services to ensure that they are reasonable and non-discriminatory under the USGSA.
- Coordinates requests for FGIS personnel to appear in judicial and administrative proceedings.
- Consults with and provides guidance to trade industry groups, inspection and weighing groups, States, and other agencies and offices within USDA regarding FGIS' compliance policies and practices.
- Establishes and maintains working relationships and communications with individuals and organizations that interact with FGIS regarding compliance-related matters.

**OFFICE OF THE DEPUTY ADMINISTRATOR**  
**FEDERAL GRAIN INSPECTION SERVICE**  
**QUALITY ASSURANCE AND COMPLIANCE DIVISION**  
**INVESTIGATION AND ENFORCEMENT BRANCH**  
36 05 03 0005 0000 00 00

The Investigation and Enforcement Branch evaluates reports of alleged violations of the USGSA and the AMA of 1946, conducts investigations, assists USDA's Office of Inspector General (OIG) to conduct more complex investigations, and initiates appropriate enforcement actions.

Assignment of Functions

- Investigates alleged violations of the USGSA, the AMA of 1946, and applicable regulations and instructions; initiates investigations, refers criminal violations to OIG for investigation; issues reports of investigation; and coordinates appropriate corrective action.
- Investigates reported conflicts of interest of official agencies and their personnel.
- Handles requests for witnesses or documents in litigation involving FGIS activities.
- Coordinates FGIS' tort claim activities with the Office of General Counsel.
- Reviews legislative actions (primarily bills proposed by State agencies) to determine conflicts with and/or impact on the USGSA or the AMA of 1946.
- Registers persons and firms who are engaged in buying grain for sale in foreign commerce and who are engaged in handling, weighing, and transporting grain for sale in foreign commerce.
- Maintains the Export Elevator Directory and Directory of Registered Grain Firms.
- Maintains the 15,000-metric ton exemption program.

**OFFICE OF THE DEPUTY ADMINISTRATOR**  
**FEDERAL GRAIN INSPECTION SERVICE**  
**QUALITY ASSURANCE AND COMPLIANCE DIVISION**  
**QUALITY ASSURANCE AND DESIGNATION BRANCH**  
36 05 03 0010 0000 00 00

The Quality Assurance and Designation Branch delegates/designates State departments of agriculture and privately owned grain inspection agencies to provide official inspection and weighing services and conducts operational reviews of these agencies and of FGIS' field offices to evaluate customer satisfaction, management effectiveness, and procedural compliance.

Assignment of Functions

- Manages the Quality Assurance/Quality Control Program.
- Conducts reviews of field office circuits to evaluate program conformance and managerial effectiveness, and to evaluate delegated State and designated State and private agencies' performance.
- Issues reports of review findings and monitors follow-up activities to ensure satisfactory resolution.
- Delegates State agencies to perform official inspection and weighing at export port locations, designates State and private entities to perform official inspection and weighing at domestic locations, and renews or terminates such designations as appropriate.
- Issues delegation and designation documents.
- Establishes geographic boundaries for each official agency.
- Develops notices announcing delegation and designation actions for publication in the *Federal Register*.
- Evaluates and, when appropriate, approves designated/delegated agency fee schedules.
- Develops, monitors, audits, and reports a wide range of data and information in areas related to managing the Quality Assurance/Quality Control (QA/QC) Program.
- Maintains the QA/QC databases; AMA database; and domestic complaint database.

**OFFICE OF THE DEPUTY ADMINISTRATOR**

**FEDERAL GRAIN INSPECTION SERVICE**

**QUALITY ASSURANCE AND COMPLIANCE DIVISION  
QUALITY ASSURANCE AND DESIGNATION BRANCH**

36 05 03 0010 0000 00 00

(continued)

- Analyzes data generated from available databases and advises the Director, FMD, of current official system performance, and recommends options for correcting deficiencies.
- Determines the need for additional databases and either develops or assists others in their development.
- Carries out the FGIS' objectives for headquarters and field activities by developing, monitoring, auditing, and reporting a wide range of data and information.

**OFFICE OF THE DEPUTY ADMINISTRATOR**

**FEDERAL GRAIN INSPECTION SERVICE**

**FIELD MANAGEMENT DIVISION  
OFFICE OF THE DIRECTOR**

36 05 05 0001 0000 00 00

The Field Management Division (FMD), the largest division in GIPSA, plans, develops, administers, and manages all grain inspection, weighing, and related support programs and activities assigned to FGIS under the USGSA and AMA of 1946.

Assignment of Functions

- Manages and coordinates inspection and weighing service programs under both the USGSA and the AMA.
- Oversees FGIS field offices, and the State and private agencies that perform inspection and weighing services through the delegation or designation program and cooperative agreements.
- Directs, formulates, and implements current and long-range policies of assigned programs.
- Evaluates the effectiveness of FMD's programs.
- Manages and analyzes the financial status of the Division.
- Represents FGIS in discussions with national and international industry and trade groups on Division-related issues and on inspection and weighing related activities, programs, policies, etc.
- Supports day-to-day activities of the field inspection and weighing services, and FGIS *online* information technology applications.
- FMD's Administrative Unit provides daily operational and administrative support to the Division and field locations. These include the following responsibilities:
  - Coordinates the formulation, development, and implementation of program plans and national administrative policies, guidelines, and instructions.
  - Formulates, interprets, adapts, and implements administrative policies and procedures in consultation with the Director and assists in providing daily administrative management and support to Field Office Managers.

**OFFICE OF THE DEPUTY ADMINISTRATOR**

**FEDERAL GRAIN INSPECTION SERVICE**

**FIELD MANAGEMENT DIVISION**

**OFFICE OF THE DIRECTOR**

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(continued)

- Coordinates responses to domestic customer complaints.
- Analyzes trust funds to project fee requirements, and develops appropriate fee dockets and necessary directives on fee changes.
- Represents FGIS in arbitration proceedings.
- Provides specialized information and advice in all areas associated with managing a field office.
- Coordinates the Division's Employee Recognition Program.
- Provides guidance in identifying Division training needs and in coordinating the implementation of such needs.
- Directs and/or develops responses to internal Agency audits and recommends actions to correct deficiencies.
- Maintains background information on requests for waivers under the regulations.
- Provides leadership in developing and implementing the Division's safety program.

**OFFICE OF THE DEPUTY ADMINISTRATOR**  
**FEDERAL GRAIN INSPECTION SERVICE**  
**FIELD MANAGEMENT DIVISION**  
**POLICIES, PROCEDURES, AND MARKET ANALYSIS BRANCH**  
36 05 05 0005 0000 00 00

The Policies, Procedures, and Market Analysis Branch (PPMAB) carries out FGIS' inspection and weighing policies and procedures, monitors grain marketing activities and trends to support other Agency initiatives, to facilitate future Agency direction, and to provide relevant grading standards for grains, oilseeds, rice, peas, beans lentils and related products.

Assignment of Functions

- Develops and revises regulations, directives, handbooks, and forms used nationwide in implementing the USGSA and the AMA inspection and weighing programs.
- Administers the licensing of delegated State and designated agency personnel and cooperators under cooperative agreements.
- Provides official interpretation and assistance in the technical application of inspection and weighing regulations and directives.
- Assists in the review and evaluation of the inspection and weighing program to determine compliance with regulations and directives.
- Recommends research initiatives related to inspection and weighing policies and procedures.
- Maintains an FGIS archival library of historical inspection and weighing policies and procedures.
- Develops and conducts training sessions for official personnel and cooperators on new procedures or policies.
- Assists in the development of cooperative agreements and memorandums of understanding to carry out FGIS' field programs through other Federal and non-Federal agencies.
- Reviews, interprets, and distributes Federal and military specifications, standards, and forms for products serviced under the AMA.

**OFFICE OF THE DEPUTY ADMINISTRATOR**  
**FEDERAL GRAIN INSPECTION SERVICE**  
**FIELD MANAGEMENT DIVISION**  
**POLICIES, PROCEDURES, AND MARKET ANALYSIS BRANCH**  
36 05 05 0005 0000 00 00  
(continued)

- Serves as FGIS liaison with USDA's Farm Service Agency, Agricultural Marketing Service, Defense Support Center Philadelphia, Foreign Agriculture Service, Food and Nutrition Service, and other Government agencies regarding products inspected and weighed.
- Serves as FGIS liaison with the National Institute of Standards and Technology/Office of Weights and Measures and the National Conference on Weights and Measures (NCWM), National Type Evaluation Program (NTEP), regarding weighing equipment.
- Establishes agreements for official agencies to provide inspection and weighing services under the AMA.
- Represents FGIS at the NCWM regarding the weighing program.
- Provides type evaluation testing on automatic bulk weighing devices and grain inspection scales equipment for NTEP.
- Coordinates the FGIS test weight re-verification program.
- Provides technical assistance and review new and renovated inspection and weighing facilities for approval and coordinate FGIS/industry implementation.
- Supports field office scale specialists and State Weights and Measures Departments that are responsible for the grain and commodity scale testing programs. Provides onsite reviews of scale testing procedures to train field office scale specialists and delegated State Weights and Measures officials.
- Maintains the FGIS Master Scale Testing Program; the Master Scale Facility in Chicago, Illinois; and the FGIS Railroad Track Scale Testing Program.
- Conducts railroad track scale testing in accordance with the agreement between Norfolk Southern Railroad and FGIS.
- Provides type evaluation testing on railroad track scales and combination railroad track/vehicle scales.

**OFFICE OF THE DEPUTY ADMINISTRATOR**  
**FEDERAL GRAIN INSPECTION SERVICE**  
**FIELD MANAGEMENT DIVISION**  
**POLICIES, PROCEDURES, AND MARKET ANALYSIS BRANCH**  
36 05 05 0005 0000 00 00  
(continued)

- Reviews scale test reports data and maintains FGIS' scale test database.
- Develops GIPSA directives relating to the purchase, use, and state of newly developed weighing equipment.
- Coordinates the industry's efforts to automate monitoring and supervision systems, which includes reviewing and approving grain facilities' proposals to develop automated systems, test new or modified installations, and train personnel accordingly.
- Conducts and responds to all reviews of weighing and foreign weight complaints.
- Coordinate the Agency's metrication efforts.
- Monitors the marketing (seed development, production, handling, storage, transportation, and merchandising) of grains in domestic and international markets.
- Develops improved or new grading standards for grains, oilseeds, rice, peas, beans, lentils, and related products.
- Develops and conducts training sessions for official personnel and cooperators for new or modified grading standards.
- Assists, upon request and with appropriate funding, in the development of grading or grain quality standards used by other countries or in international trade.
- Maintains FGIS library of historical material on standards.
- Manages and coordinates the FGIS field-based Clothing Program.
- Provides official interpretations and assistance to Field Office Managers, other headquarters and government agencies, industry representatives, and the general public regarding the application of the USGSA and AMA regulations and directives for administrative matters.

**OFFICE OF THE DEPUTY ADMINISTRATOR**

**FEDERAL GRAIN INSPECTION SERVICE**

**FIELD MANAGEMENT DIVISION**

**POLICIES, PROCEDURES, AND MARKET ANALYSIS BRANCH**

36 05 05 0005 0000 00 00

(continued)

- Represents the Agency in organizations and on interagency committees concerned with national and international grading standards and affiliated policies.
- Conducts analyses on the implications of changes in Agency technology and methodology (e.g., calibration adjustments) for the market.
- Serves as an FGIS liaison with grain producer groups, end users, merchandisers, trade representatives, and other government officials to identify expressed needs pertaining to marketing standards for grains.
- Ensures the Grain Inspection Handbook, Book II, complies with the requirements of the official grain standards.
- Conducts research and analyses on grain grades and standards, and the implication of structural changes in the industry.
- Conducts research and analyses on the implication of new technology (breeding, processing, marketing, information management, etc.) on grades and standards.
- Establishes the policies and procedures for requesting, performing, and certifying stowage examination services under the USGSA and the AMA.
- Provides procedures and guidelines when fumigation of grain is required as a result of insect infestation found during loading, contractual specifications, and phytosanitary inspection certification.

**OFFICE OF THE DEPUTY ADMINISTRATOR**

**FEDERAL GRAIN INSPECTION SERVICE**

**FIELD MANAGEMENT DIVISION**

**FIELD OFFICES**

36 05 05 0025 0000 00 00

The Field Offices carry out, for an assigned circuit, the original inspection and weighing of grain or the supervision of these activities carried out by designated/delegated agencies under the USGSA, and the permissive inspection of assigned agricultural commodities, including rice, under the AMA of 1946.

Assignment of Functions

- Provides management, coordination, supervision, and administrative support for programs carried out within assigned circuit.
- Provides mandatory and permissive inspection of corn, rye, wheat, oats, barley, flaxseed, sorghum, soybeans, sunflower seeds, triticale, and any other food grains, feed grains, and oilseed for which FGIS marketing standards or tests have been established.
- Provides mandatory and permissive "official supervision of weighing" services at grain handling facilities.
- Serves as FGIS liaison to local and national groups such as producers, processors, shippers, warehousemen, and trade organizations.
- Formulates, interprets, adapts, and implements administrative policies and procedures in consultation with the Director and assists in providing daily administrative management and support to Field Office Managers.
- Provides official interpretations and assistance to official agency personnel, GIPSA headquarters and other government agency personnel, industry representatives, and the general public regarding the application of the USGSA and AMA regulations and directives.
- As requested, provides for the inspection and certification of processed products (such as flour, cake mix, cornmeal, salad oil, corn soy blend, corn soybean plus, and similar processed products) and nonfood components (such as containers and strapping) for compliance with DSCP, Title II (School Lunch), and Food Aid contract specifications.
- Provides plant sanitation, land carrier, and shiphold examinations, as requested.
- Provides supervision/monitoring to official agencies designated or delegated to perform inspection and weighing activities.

**OFFICE OF THE DEPUTY ADMINISTRATOR**

**FEDERAL GRAIN INSPECTION SERVICE**

**FIELD MANAGEMENT DIVISION**

**FIELD OFFICES**

36 05 05 0025 0000 00 00

(continued)

- Provides for the re-grading and analysis necessary to answer appeals from initial Federal and official agency inspections.
- Provides authorized certification of inspection and weighing results.
- Grants waivers for the reasonably continuous operation (88-hour) rule and stowage examinations of carriers rule as directed in FGIS Program Directive 9020.1.
- Anticipates and recognizes significant field services problems, developments, and trends, and recommends appropriate action.
- Administers the licensing of delegated State and designated agency personnel and cooperators under cooperative agreements.
- Directs and/or develops responses to internal agency audits and recommend actions to correct deficiencies.
- Manages cooperative agreements and contracts.
- Responds to domestic complaints.

**OFFICE OF THE DEPUTY ADMINISTRATOR**  
**FEDERAL GRAIN INSPECTION SERVICE**  
**TECHNOLOGY AND SCIENCE DIVISION**  
**OFFICE OF THE DIRECTOR**  
36 05 10 0001 0000 00 00

The Technology and Science Division (TSD) manages, conducts, and coordinates FGIS' research, methods development, reference standards, technical training and technical support programs, provides direct services for commodity inspection and other specialized functions, and develops and conducts centrally-directed quality control/assurance for assigned programs.

Assignment of Functions

- Directs, formulates, and implements current and long-range policies for assigned programs.
- Establishes quality policy and provides executive oversight of the Division's quality activities and processes.
- Provides executive oversight of FGIS' research projects, both internal and extramural, to identify, adapt, or improve methods for inspection of grain characteristics and end-use quality/functionality.
- Provides executive oversight of the Division's standardization and quality control activities.
- Provides executive oversight of the Division's compliance activities.
- Provides executive oversight of all direct official services provided by the Division (e.g., appeals and Board appeals, commodity testing, pesticide and mycotoxins testing, etc.)
- Provides executive oversight of the Division's activities to contribute to the development, harmonization, and provision of reference materials and analytical, biotechnology, instrumental, sampling, and sensory methods for grain through participation in national and international organizations.
- Approves instruments, equipment, and analytical methods for official inspection services.
- Develops, implements, and administers the Division's safety and hazardous waste programs and provides support to other divisions as requested.
- Prepares and administers the budget for the Division.

**OFFICE OF THE DEPUTY ADMINISTRATOR**

**FEDERAL GRAIN INSPECTION SERVICE**

**TECHONOLGY AND SCIENCE DIVISION**

**OFFICE OF THE DIRECTOR**

36 05 10 0001 0000 00 00

(continued)

- Provides GIPSA-wide Digital Media support services.
- Conducts educational programs on GIPSA's role in international grain commerce and U.S. quality standards and testing procedures for international trade teams.
- Conducts procurement and contracting activities for the Division.
- Coordinates, directs, and provides employee development and training.
- Coordinates analyses of fees for Division services.
- Establishes building-wide policies for the National Grain Center (NGC).
- Provides direction to all NGC personnel in case of emergency situations such as inclement weather.
- Provides local IT support for all NGC functions.

**OFFICE OF THE DEPUTY ADMINISTRATOR**  
**FEDERAL GRAIN INSPECTION SERVICE**  
**TECHONOLOGY AND SCIENCE DIVISION**  
**ANALYTICAL CHEMISTRY BRANCH**  
36 05 10 0010 00 00

The Analytical Chemistry Branch develops, validates, and standardizes analytical methods, administers quality assurance programs, and provides centralized official inspection services regarding analytical chemistry methods that include pesticide residues, mycotoxins, end-use functionality, and other methods that assess grain quality.

Assignment of Functions

- Conducts research to identify, develop, standardize, and/or adapt new or improved analytical methods for assessing pesticide residues, mycotoxins, and other assigned food safety factors.
- Conducts research to identify, develop, standardize and/or adapt new or improved analytical methods for assessing end-use quality or functionality.
- Administers the Mycotoxin Test Kit Evaluation Program that provides rapid and accurate mycotoxin tests for official inspection.
- Administers national quality assurance programs for Falling Number and mycotoxin official service providers.
- Provides official services related to analytical chemistry including pesticide analyses, mycotoxin analyses, and nutritional analyses under the Agricultural Marketing Act or the U.S. Grain Standards Act, and for national surveys.
- Develops, improves, and validates analytical chemistry methods for use by other GIPSA program areas.
- Develops and maintains wheat hardness reference materials for the National Institute of Standards and Technology.
- Develops and maintains a library of U.S. wheat cultivars and provides chemical analysis services to the Board of Appeal and Review for the identification of wheat varieties.
- Documents significant research through publication in peer-reviewed journals.
- Supports DIIA by providing analysis services and technical advice to resolve foreign complaints regarding assigned areas.

**OFFICE OF THE DEPUTY ADMINISTRATOR**

**FEDERAL GRAIN INSPECTION SERVICE**

**TECHONOLOGY AND SCIENCE DIVISION  
ANALYTICAL CHEMISTRY BRANCH**

36 05 10 0010 00 00

(continued)

- Develops and administers the budget for the Branch in conjunction with the overall Division budget.

**OFFICE OF THE DEPUTY ADMINISTRATOR**  
**FEDERAL GRAIN INSPECTION SERVICE**  
**TECHONOLOGY AND SCIENCE DIVISION**  
**BIOTECHNOLOGY AND ANALYTICAL SERVICES BRANCH**  
36 05 10 0020 00 00

The Biotechnology and Analytical Services Branch provides research and harmonization related to biotechnology-event testing, provides reference analyses in support of methods development activities, conducts the Rapid Test Evaluation Program for biotechnology events, provides commodities testing services under the Agricultural Marketing Act (AMA), and conducts assigned proficiency programs.

Assignment of Functions

- Evaluates, adapts, and develops testing technologies to detect and quantify biotechnology grains.
- Provides commodity testing under the Agricultural Marketing Act.
- Provides analytical reference methods for protein, moisture, oil, and other factors as assigned to support development of calibrations for official instrumentation.
- Conducts the Rapid Test Evaluation Program for rapid tests developed to detect the presence of biotechnology events in grain.
- Develops and conducts proficiency and sample exchange programs as assigned for unofficial and official laboratories to promote method harmonization.
- Contributes to the development, harmonization and provision of biotechnology reference materials and methods for grains through participation in national and international organizations.
- Documents significant research through publication in peer-reviewed journals.
- Provides FMD's Policies, Procedures, and Market Analysis Branch with necessary information and advice to prepare and publish program notices, directives, and handbooks regarding assigned programs.

**OFFICE OF THE DEPUTY ADMINISTRATOR**  
**FEDERAL GRAIN INSPECTION SERVICE**  
**TECHONOLOGY AND SCIENCE DIVISION**  
**BIOTECHNOLOGY AND ANALYTICAL SERVICES BRANCH**  
36 05 10 0020 00 00  
(continued)

- Provides technical training and assistance in correcting or preventing problems when requested; e.g., training seminars, response to foreign complaints, and problem-solving trips.
- Provides technical advice to other agencies regarding development of specifications and product quality assessment for processed commodities.
- Contributes to the development of and administer the budget for the Branch in conjunction with the overall Division budget.

**OFFICE OF THE DEPUTY ADMINISTRATOR**

**FEDERAL GRAIN INSPECTION SERVICE**

**TECHONOLOGY AND SCIENCE DIVISION  
INSPECTION INSTRUMENTATION BRANCH**

36 05 10 0005 00 00

The Inspection Instrumentation Branch conducts research, develops new instrumental methods and calibrations, updates instrumental methods and calibrations to meet market needs, develops and conducts centralized quality control/quality assurance processes for instrument- and equipment-based official inspection services, and provides appeal services for assigned programs.

Assignment of Functions

- Conducts research to identify, develop, and/or adapt new or improved instrumental methods for inspection of assigned grain characteristics and end-use quality/functionality.
- Develops, evaluates, maintains, and improves processes for standardizing assigned methods used in inspecting grain characteristics and measuring end-use quality.
- Develops, evaluates, maintains, and improves calibration equations for assigned official inspection methods.
- Contributes to the development, harmonization, and provision of instrumental methods for grains through participation in national and international organizations.
- Documents significant research through publication in peer-reviewed journals.
- Provides FMD's Policies, Procedures, and Market Analysis Branch with necessary information and advice to prepare, publish, and maintain program notices, directives, and handbooks related to assigned programs.
- Maintains GIPSA's official equipment standards and provides centralized check testing of official moisture meters.
- Evaluates, recommends for approval, field-test, and guides the Agency implementation of new and improved instrument-based methods for grain inspection.
- Evaluates and recommends approval of official instruments and equipment.
- Evaluates and recommends approval of samplers (e.g. diverter type) for use within the official inspection system.

**OFFICE OF THE DEPUTY ADMINISTRATOR**

**FEDERAL GRAIN INSPECTION SERVICE**

**TECHONOLOGY AND SCIENCE DIVISION  
INSPECTION INSTRUMENTATION BRANCH**

36 05 10 0005 00 00

(continued)

- Maintains the list of equipment types (other than scales) that are approved for official inspection.
- Serves as the National Type Evaluation Program (NTEP) Laboratory for initial evaluation and on-going performance assessment of commercial grain quality inspection equipment and participates in the development of test criteria for commercial grain inspection equipment under the National Conference on Weights and Measures (NCWM) NTEP.
- Serves as FGIS liaison with the National Institute of Standards and Technology (NIST) Office of Weights and Measures regarding grain analyzers under the NTEP. Establishes agreements to conduct and set the fees for the NTEP on-going moisture and test weight per bushel performance assessment of commercial grain inspection equipment.
- Represents FGIS at the NCWM regarding the grain analyzer program.
- Helps other FGIS offices to analyze and solve technical problems related to grain inspection in the official inspection system and provide technical advice, training, and support to other FGIS program areas and other agencies.
- Assists the QACD to develop, implement, and maintain centralized quality control for official instrumental grain quality assessments.
- Conducts national centralized Near-Infrared Transmittance (NIRT) and Nuclear Magnetic Resonance (NMR) monitoring.
- Provides appeal and board appeal services for assigned programs (i.e., NIRT and NMR).
- Contributes to the development of and administer the budget for the Branch in conjunction with the overall Division budget.

**OFFICE OF THE DEPUTY ADMINISTRATOR**  
**FEDERAL GRAIN INSPECTION SERVICE**  
**TECHNOLOGY AND SCIENCE DIVISION**  
**BOARD OF APPEALS AND REVIEW**  
36 05 10 0015 00 00

The Board of Appeals and Review Branch serves as the Agency's reference point for all sensory evaluations, grading factors, and mandatory factors, and serves as the center for quality assurance, training, and standardization activities for sensory analyses.

Assignment of Functions

- Implements and maintains the quality assurance programs that ensures personnel are properly aligned to TSD regarding sensory analyses. Initiates action plans to direct and control adjustments to interpretations in conjunction with the QACD, as necessary.
- Contributes to the development, harmonization, and provision of reference materials and methods for grain sensory methods through participation in national and international organizations.
- Provides FMD's Policies, Procedures, and Market Analysis Branch with necessary information and advice to prepare and publish program notices, directives, and handbooks regarding assigned programs.
- Documents significant research through publication in peer-reviewed journals.
- Provides technical training and educational materials for sensory analyses for the official inspection system.
- Provides technical training and assistance in correcting or preventing problems when requested; e.g., training seminars, response to foreign complaints, and problem-solving trips.
- Contributes to the development and publication of reference materials such as Visual Reference Images (VRI), Interpretive Line Prints, and odor references.
- Performs the technical investigation of foreign complaints and inter-market discrepancies related to grading and mandatory factors. Conducts collaborative studies and sample exchange activities as requested by other GIPSA program areas and other agencies.
- Conducts or assists other FGIS offices in conducting studies, surveys, and field tests to evaluate new procedures and testing methodologies to determine their accuracy and reliability under field operating conditions with other GIPSA program areas.

**OFFICE OF THE DEPUTY ADMINISTRATOR**

**FEDERAL GRAIN INSPECTION SERVICE**

**TECHNOLOGY AND SCIENCE DIVISION  
BOARD OF APPEALS AND REVIEW**

36 05 10 0015 00 00

(continued)

- Helps other FGIS offices to analyze and solve technical problems related to grain inspection in the official inspection system and provides technical advice and support, as requested, to other FGIS program areas and other agencies.
- Provides final (Board) appeal inspections and appeal inspections.
- Verifies prospective licensees are ready to take the exam through review of training samples, provides all picking and odor sample sets for license tests, and, when candidates elect to take their test at the NGC, administers the written and practical license exams. Provides results to FMD for licensing.
- Provides national monitoring data for QA/QC for all assigned inspection locations for all grading and mandatory factors.
- Evaluates breeder samples and newly released wheat varieties to determine how consistently their visual characteristics conform to the intended marketing class and the U.S. visual classification system. In the event of a conflict, distributes "type" samples and advise inspection personnel on the appropriate classification for that variety.
- Maintains GIPSA's official equipment standards and provide centralized check testing of official inspection equipment such as test weight devices, dockage machines, rice equipment, and sieves.
- Contributes to the development of and administer the budget for the Branch in conjunction with the overall Division budget.

## **OFFICE OF THE DEPUTY ADMINISTRATOR**

### **PACKERS AND STOCKYARDS PROGRAM**

36 10 01

The Office of Deputy Administrator (ODA), Packers and Stockyards Program (P&SP), administers the provisions of the Packers and Stockyards (P&S) Act, carries out the Secretary's responsibilities under Section 1324 of the Food Security Act of 1985 covering "central filing systems" established by States for pre-notification of security interests against farm products, and enforces the Truth in Lending Act and the Fair Credit Reporting Act with respect to any activities subject to the P&S Act.

#### Assignment of Functions

- Administer the provisions of the P&S Act. The principal purpose of the P&S Act is to maintain effective competition, financial protection, and fair trade practices in livestock, meat, and poultry marketing.
- Carries out the Secretary's responsibilities under Section 1324 of the Food Security Act of 1985 covering "central filing systems" established by States for pre-notification of security interests against farm products.
- Administers the enforcement of the Truth in Lending Act and the Fair Credit Reporting Act with respect to any activities subject to the P&S Act.
- Provides overall guidance and direction to all P&SP activities.
- Formulates long-range and current programs to carry out the functions and activities of the P&SP, including management improvement, training, and directives management.
- Provides technical and administrative direction and coordination in the execution of approved policies and programs carried out by the P&SP.
- Reviews and evaluates program operations and determines remedial measures for improvement.
- Maintains relations and communications with Congress, livestock and poultry groups, and industry groups.
- Reports annually to Congress on the effectiveness of the P&SP.

## **OFFICE OF THE DEPUTY ADMINISTRATOR**

### **PACKERS AND STOCKYARDS PROGRAM**

36 10 01  
(continued)

- Serves as spokesperson for GIPSA on important agricultural public affairs policy matters related to the P&SP before various trade and industry groups.
- Develops and implements strategies to enhance public understanding of GIPSA's services, authorities, and public benefit related to the P&SP.
- Coordinates GIPSA and Departmental promotional campaigns, initiatives, and outreach support related to the P&SP.
- Coordinates special communications activities.
- Provides technical communications support to GIPSA and P&SP personnel.

#### Availability of Information

Information concerning GIPSA's P&SP may be obtained by writing the Deputy Administrator, P&SP, at the following address or from the World Wide Web at <http://www.gipsa.usda.gov>. The availability of information and records relating to the P&SP, its Divisions and Offices, is governed by the rules and regulations as published in the Code of Federal Regulations, Title 7, section 1.3.

Office of the Deputy Administrator  
USDA, GIPSA, P&SP  
1400 Independence Avenue, S.W., Stop 3601  
Washington, D.C. 20250-3601

#### Key Governing Statutes

- Packers and Stockyards Act of 1921, as amended (7 U.S.C. 181-229)
- Section 1324 of the Food Security Act of 1985, as amended (7 U.S.C. 1631)
- Truth in Lending Act (15 U.S.C 1601-1667f), Fair Credit Reporting Act (15 U.S.C. 1681-1681u) and Freedom of Information Act with respect to activities subject to the P&S Act.

#### Regulations

- Regulations governing programs administered by the P&SP may be found in Title 9 Code of Federal Regulations, parts 200 through 206.

**OFFICE OF THE DEPUTY ADMINISTRATOR**  
**PACKERS AND STOCKYARDS PROGRAMS**  
**LITIGATION AND ECONOMIC ANALYSIS DIVISION**  
36 10 01 0001

Assignment of Functions

- Conducts economic analyses in support of the Agency's mission and provides economic advice to the P&SP Deputy Administrator on the economic implications of various Agency programs and policies on livestock and poultry producers; on the livestock, meat, and poultry marketing, processing, and wholesaling industry; and on consumers.
- Provides economic theoretical, analytical, and methodological support for P&SP surveillance activities, investigations, and associated analyses of competitive conditions.
- Examines the competitive implications of concentration and other structural and behavioral changes in the livestock, meat, and poultry industries, such as trends in vertical integration, coordination and consolidation, and price discovery methods.
- Identifies relevant external research and evaluates the implications for P&SP surveillance and enforcement actions. Identifies, defines, and coordinates needed research conducted for P&SP by other agencies and outside economists. Maintains liaison and frequently consults informally with economists in other Federal agencies and academic departments.
- Processes and summarizes industry statistical data, P&SP operational data, and data from external sources into an Annual Report to Congress, annual budget documents, and various other reports for external audiences and for internal use in management decisions, policy making, and enforcement functions.
- Oversees the operation, maintenance, and development of P&SP's Packers and Stockyards Automation System (PAS).
- Develops and maintains Standard Operating Procedures, Employee Library, and Sub-process Modules.
- Provides economic and cost-benefit analysis and drafts documents for legislative analysis and regulation promulgation.
- Provides general support for Agency operational activities such as budget review and development, strategic planning, responding to Congressional and other Federal and public inquiries, drafting controlled and other correspondence, and outreach activities.

**OFFICE OF THE DEPUTY ADMINISTRATOR**  
**PACKERS AND STOCKYARDS PROGRAM**  
**LITIGATION AND ECONOMIC ANALYSIS DIVISION**  
36 10 03 0000  
(continued)

Assignment of Functions

- Identifies and develops new and updated regulations, policies, and procedures for enforcement of the P&S Act. Responsibilities include competitive practices; fair trade practices; and payment protection involving marketing of livestock, meat, and poultry.
- Assists regional offices in investigating possible violations of the P&S Act. Support includes procedural and policy guidance, technical and analytical direction, and legal assistance on investigative procedures and on the development of evidence.
- Reviews evidence and analyses prepared in investigations, determines if there is sufficient evidence to proceed with a complaint, determines the nature of the violation, recommends appropriate sanction(s) and initiates formal proceedings, when warranted, to correct illegal practices, and to ensure competitive marketing conditions for livestock, meat, and poultry. Negotiates informal (stipulation) settlement of violations where warranted.
- Provides liaison with the designated debt collection agency for stipulations, civil penalties, and civil judgments.
- Provides liaison with the Office of General Counsel on investigations and litigation. Support includes preparation of exhibits and other documents, sanction guidance and testimony, travel planning, and other logistical requirements for hearings. Provides support to the Department of Justice, as needed, for the enforcement and prosecution of P&S Act cases.
- Maintains working relationships with other departments, USDA agencies, and the livestock, meat, and poultry industries.
- Develops and prepares informational and outreach materials for the industries and the public, including web content, brochures, and other printed material.
- Administers the clear title provisions of Section 1324 of the Food Security Act of 1985.
- Certifies State central filing systems to pre-notify buyers, commission merchants, and selling agents of lenders' security interests against farm products.
- Responds to questions and complaints involving enforcement of the Truth in Lending Act and the Fair Credit Reporting Act with respect to any activities subject to the P&S Act.

**OFFICE OF THE DEPUTY ADMINISTRATOR**

**PACKERS AND STOCKYARDS PROGRAMS**

**EASTERN REGIONAL OFFICE**

**ATLANTA, GEORGIA**

36 10 15 0004

Assignment of Functions

- Oversees the operations of stockyard companies, market agencies, dealers, packers, swine contractors, and live poultry dealers or handlers to assure compliance with the P&S Act, as amended and supplemented (7 U.S.C. 181-229), in assigned area of jurisdiction.
- Formulates recommendations relating to the enforcement of the P&S Act and Regulations.
- Conducts investigations to determine the existence of unfair trade practices and anticompetitive activity or unstable financial conditions for livestock, meat, and poultry. Develops evidence of violations.
- Evaluates the adequacy of stockyard facilities and services.
- Receives and investigates complaints, including reparation complaints.
- Prepares investigation reports and recommends corrective action.
- Audits books, records, and reports of persons subject to the P&S Act.
- Reviews applications for registration and rate changes for accuracy and compliance.
- Assists in the prosecution of cases.
- Maintains relationships with producers, trade associations, States and other groups interested in the welfare of the livestock, meatpacking, and poultry industries in areas relative to the enforcement of the P&S Act.
- Shares responsibility with the Deputy Administrator and the Litigation and Economic Analysis Division in determining changes in overall policy, and administering the budget and staff available to the Program.
- Reviews proper weighing practices of market agencies, dealers, packers, and firms who buy and sell livestock and poultry in commerce.
- Promotes fair trade practices and competitive marketing of livestock meat, and poultry.

**OFFICE OF THE DEPUTY ADMINISTRATOR**  
**PACKERS AND STOCKYARDS PROGRAMS**  
**MIDWESTERN REGIONAL OFFICE**  
**DES MOINES, IOWA**  
36 10 15 0012

Assignment of Functions

- Oversees the operations of stockyard companies, market agencies, dealers, packers, swine contractors, and live poultry dealers or handlers to assure compliance with the P&S Act, as amended and supplemented (7 U.S.C. 181-229), in assigned area of jurisdiction.
- Formulates recommendations relating to the enforcement of the P&S Act and Regulations.
- Conducts investigations to determine the existence of unfair trade practices and anticompetitive activity or unstable financial conditions for livestock, meat, and poultry. Develops evidence of violations.
- Evaluates the adequacy of stockyard facilities and services.
- Receives and investigate complaints, including reparation complaints.
- Prepares investigation reports and recommends corrective action.
- Audits books, records, and reports of persons subject to the P&S Act.
- Reviews applications for registration and rate changes for accuracy and compliance.
- Assists in the prosecution of cases.
- Maintains relationships with producers, trade associations, States and other groups interested in the welfare of the livestock, meatpacking, and poultry industries in areas relative to the enforcement of the P&S Act.
- Shares responsibility with the Deputy Administrator and the Litigation and Economic Analysis Division in determining changes in overall policy, and administering the budget and staff available to the Program.
- Reviews proper weighing practices of market agencies, dealers, packers, and firms who buy and sell livestock and poultry in commerce.
- Promotes fair trade practices and competitive marketing of livestock meat, and poultry.

**OFFICE OF THE DEPUTY ADMINISTRATOR**

**PACKERS AND STOCKYARDS PROGRAMS**

**WESTERN REGIONAL OFFICE  
AURORA, COLORADO**

36 10 15 0003

Assignment of Functions

- Oversees the operations of stockyard companies, market agencies, dealers, packers, swine contractors, and live poultry dealers or handlers to assure compliance with the P&S Act, as amended and supplemented (7 U.S.C. 181-229), in assigned area of jurisdiction.
- Formulates recommendations relating to the enforcement of the P&S Act and Regulations.
- Conducts investigations to determine the existence of unfair trade practices and anticompetitive activity or unstable financial conditions for livestock, meat, and poultry. Develops evidence of violations.
- Evaluates the adequacy of stockyard facilities and services.
- Receives and investigate complaints, including reparation complaints.
- Prepares investigation reports and recommends corrective action.
- Audits books, records, and reports of persons subject to the P&S Act.
- Reviews applications for registration and rate changes for accuracy and compliance.
- Assists in the prosecution of cases.
- Maintains relationships with producers, trade associations, States and other groups interested in the welfare of the livestock, meatpacking, and poultry industries in areas relative to the enforcement of the P&S Act.
- Shares responsibility with the Deputy Administrator and the Litigation and Economic Analysis Division in determining changes in overall policy, and administering the budget and staff available to the Program.
- Reviews proper weighing practices of market agencies, dealers, packers, and firms who buy and sell livestock and poultry in commerce.
- Promotes fair trade practices and competitive marketing of livestock meat, and poultry.

## **SERVICES PROVIDED BY OTHER AGENCIES UNDER REIMBURSABLE CONTRACT**

### **Animal and Plant Health Inspection Service**

The GIPSA Administrator delegates and assigns to APHIS, under reimbursable contract, the responsibility for providing GIPSA with the following administrative management services:

- *Human Resources Services:* Staffing, classification, employee relations, recruitment, placement, qualifications, examination and merit promotion programs, conduct, conflicts of interest, security investigations, grievances and appeals, awards, maintenance of Official Personnel Files and related documentation, and related services.
- *Financial Services:* Accounting, financial reporting, including financial statements, debt management (i.e., billing and collections), and improper payments.
- *Administrative Services:* Procurement and contracting, property and equipment, motor vehicle fleet services, utilities, postage meters, cooperative agreements, records, administrative issuances, forms, space, and other related services.

### **National Finance Center**

The GIPSA Administrator delegates to NFC, under reimbursable contract, payroll administration, voucher payment, and central accounting and reporting.